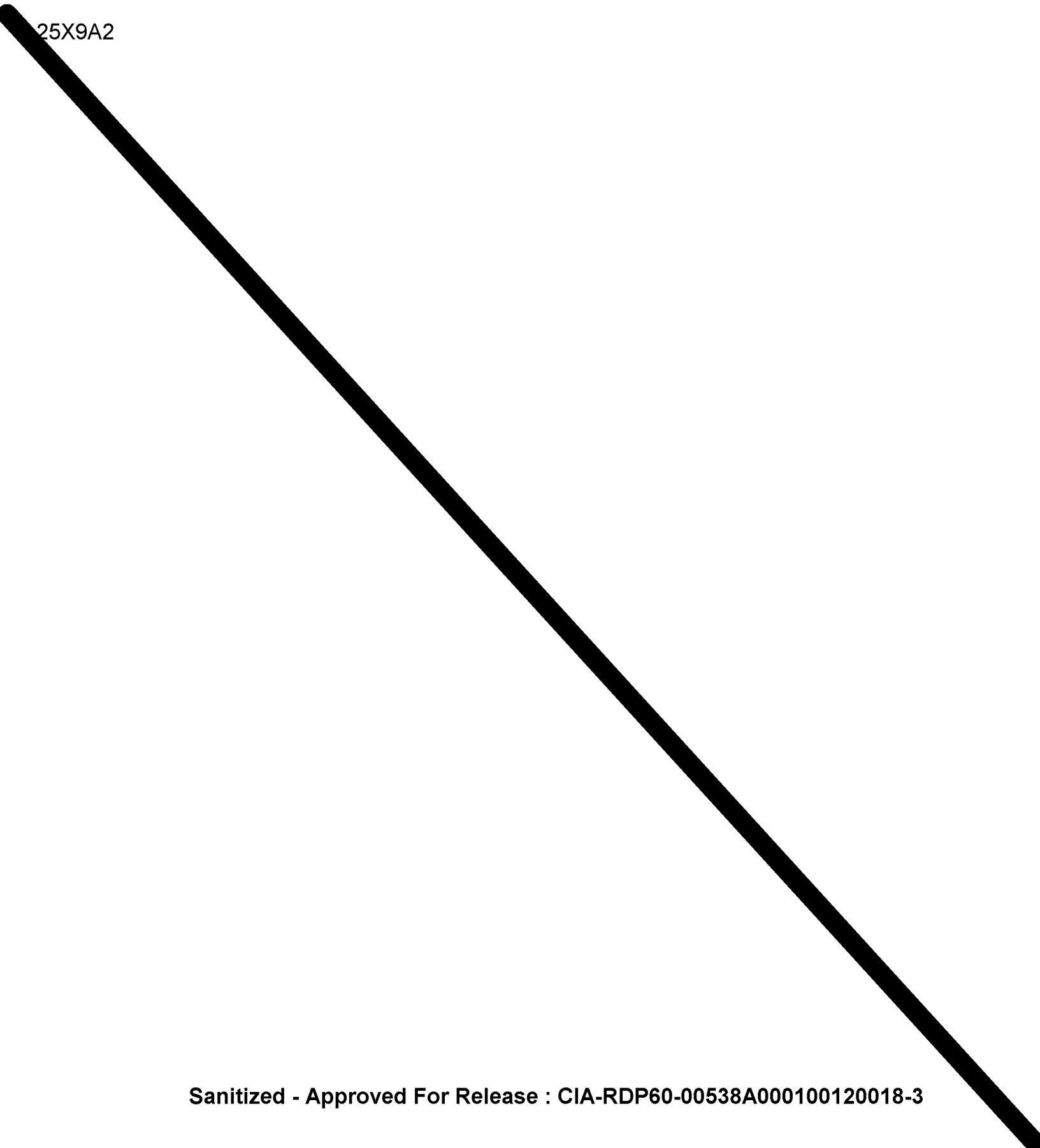


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~~T/O Status and Present Position~~

Position No. 207, GS-13 Administrative Officer

25X1A9a

~~Incumbent - [REDACTED], GS-13 Administrative Officer~~

~~Actual duties now being performed:~~

~~Serves as Acting Deputy Chief/Asst./SA and Chief, Personnel Section. Acts as Security Officer for SR Division. Debriefs Staff Agents for administrative purposes, reviews cover stories for Staff Agents and Staff Employees. Reviews Agent contracts. Assists in the preparation of and reviews job descriptions with SR personnel. Develops T/O's.~~

Position No. 30, GS-11 Personnel and Training Officer

25X1A9a

~~Incumbent - [REDACTED], GS-9 Personnel Officer~~

~~Actual duties now being performed:~~

~~Serves as Asst. Chief of Personnel Section and Personnel Evaluation Officer. Interviews, selects and places clerical and support personnel through GS-7. Monitors reassignments, promotions and transfer actions with Career Service Board Secretariats at GS/P Staff level and with Personnel Office. Furnishes personnel relations and personnel services advice to Division employees.~~

Position No. 31, GS-9 Personnel Officer

25X1A9a

~~Incumbent - [REDACTED], GS-7 Personnel Officer~~

~~Actual duties now being performed:~~

~~Prepares Training Requests, coordinates and schedules such requests with Branch Chiefs and Training. Alternates in the maintenance of individual personnel files, Time and Attendance records for both voucher and non-voucher employees.~~

Position No. 32, GS-7 Personnel Assistant

25X1A9a

~~Incumbent - [REDACTED], GS-6 Personnel Assistant~~

~~Actual duties now being performed:~~

~~Prepares all forms SF-32, Request for Personnel Action, maintains Position Inventory Record (SF-34) and Whelan locator cards, "Promotion Ladder" strip file, master production records and telephone/teletype address cards for SR Division~~

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Security Information

personnel. Prepares Strength and Personnel Status Reports, biographic data dispatches and other personnel dispatches and cables.

Position No. 34, GS-5 Personnel Clerk

25X1A9a

~~Incumbent~~ - [REDACTED], GS-5 Clerk (now actually in slot 32, SF)

Actual duties now being performed:

Maintains Admin. manuals of GHI, GHI, AFH, AF Regulations, Instructions and Notices. Assists the Personnel Clerk in maintenance of Position Inventory Record and "Promotion Ledger" strip file. Acts as Time and Attendance Certifying Officer; assists in the preparation of SF-32's and the maintenance of other files.

Position No. 35, GS-5 Secretary-Stenographer

25X1A9a

~~Incumbent~~ - [REDACTED], GS-4 Secretary-Steno

Actual duties now being performed:

Acts as Secretary to Chief, Personnel Section, assists in the maintenance of files, and typing of SF-32's; handles Group Hospitalization matters and assists Personnel Clerk in Slot No. 34. Logs and distributes all correspondence for for the Admin Staff/SA.

* * * *

Note: The following personnel functions are performed by the Secretary to the Admin. Chief.

Position No. 25, GS-6 Clerk-Stenographer

25X1A9a

~~Incumbent~~ - [REDACTED], GS-5 Clerk-Stenographer

Actual duties now being performed:

[REDACTED]

25X1C4a

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FUNCTIONS OF SA PERSONNEL FUNCTIONS

INITIATIVELY ACCOMPLISHED AS PROMPTLY PLACED

1. Coordination and review of the Personnel Evaluation Reports.
2. Maintenance of current information and status of T/O's and Position Inventory Records (Form 37 4b)
3. Servicing and support of Career Service Board Activities by:
 - a. Providing advance information on returning personnel.
 - b. Providing summary information on numbers, grades, dates of grades, location, etc. of personnel by career category.
 - c. Maintaining control and follow-up on the application of training prescribed by Career Service Board Actions.
 - d. Preparation and processing of SF-32 and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions.
4. Briefing of employees prior to overseas movement. (Supplemental to briefing provided by Central Processing.)
5. Corresponding with elements of the SA Division, headquarters and field, on matters of inquiry, policy interpretation and procedural instruction.
6. Maintaining files on all SA Contract and Staff Agents and performing liaison with the Agency Special Contracting Officer.
7. Providing personnel advice and assistance to SA personnel.

SF-50 and/or SF-52 PERSONNEL ACTIONS
(June, July and August 1953)

OF AIAA DIVISION

Type Action	Totals	MONTH		
		June	July	August
Appointment	11	5	8	3
Reassignment	24	23	24	27
Promotion	27	11	5	11
Conversion	-	-	-	-
Rank Change	4	-	3	1
Resignation	30	3	19	8
Maternity Leave	-	-	-	-
LOOF	1	-	1	-
Return to Duty	-	-	-	-
Other	-	-	-	-
TOTAL	167	43	78	50

Average Per Month - All Types of Actions 55

Summary of Selected Cases, Filings and RecommendationsIN Division, Personnel Section - June, July, August 1951

<u>Subject or Type of Action</u>	<u>Cables</u>	<u>Discussions</u>	<u>Recommendations</u>
1. Finance Matters	2	0	3
2. Contracts	0	0	0
3. Leave	3	4	3
4. Marriage	0	0	1
5. Assignment Problem	0	0	1
6. [REDACTED]	1	0	0
7. Clearances (Security)	0	0	0
8. Shipment of Personal Effects	1	1	0
9. Earlier Information	20	3	22
10. T/O Information and Reports	1	0	4
11. Military Personnel	0	0	16
12. Promotion Matters	1	2	0
13. Travel	7	2	6
14. Draft Deferral Matters	0	1	3
15. Evaluation Reports	0	3	0
16. Background Information	1	0	0
17. Promotions (Personnel)	0	1	0
18. Conversion	3	1	4
19. Reassignment	2	0	0
20. Personnel Actions	0	0	1
21. Personnel Files	0	0	1
22. Year of Duty	0	0	1
23. Classification	0	0	5
24. Separation	2	0	1
25. Cover	2	0	0
26. Training Recommendations	0	0	4
27. Transmittal of Forms	0	9	7
28. Training (Overseas)	1	0	0
29. Medical	1	0	0
30. Security	0	0	2
31. Career Service	0	0	1
Totals - 3 Months	63	27	148
Average per Month	21	9	47

Records Maintained by the Personnel Section

1. Position Inventory Record - Standard Form SF-46, "Employee Record Card". These cards are maintained on every T/O position, segregated by Headquarters T/O, Field T/O and Project T/O's and are tabbed to indicate:

a. The status of each slot:

- (1) Whether filled or vacant
- (2) Candidates considered for the slot
- (3) Actual action pending
- (4) Promotion or reassignment pending
- (5) Transfer out of the Division pending
- (6) On leave without pay (LWOP)

b. The location of the individual slotted:

- (1) Casual
- (2) On TDY in Headquarters
- (3) On TDY in the Field
- (4) In Training
- (5) Returnee for PCS

2. Personnel Files - Individual personnel file folders arranged alphabetically, and containing personnel documents such as Biographic Data Sheets, Training Records, Orientation Check Sheets, copies of Personnel Actions, copies of miscellaneous types of correspondence, cables, dispatches and memoranda pertaining to individual concerned. Other documents include Travel Authorizations, name requests for orders and other types of finance documents. The standard personnel file folders are used with documents segregated by type which provides easy reference to specific data.

3. Index File - a three part system composed of 3 x 5 cards.

a. A "Whoislex" set which contains true name and pseudonym number filed alphabetically. This card also indexes the location of the individual in the Position Inventory File, (SF-46) and thus serves as a locator reference.

b. A set showing pseudonym and number filed alphabetically.

c. A set listing pseudonym and number filed numerically.

4. HR Control Record - 3 x 5 card file for follow-up to insure timely completion and submission of HR's on Division personnel. Filed alphabetically by name with a cross reference on the dates.

5. Dispatch Log - log of outgoing dispatches containing subject title, dispatch number, date written, date of suspense and action taken.
6. Cable Log - log of incoming and outgoing cables maintained on Form 30-4 showing CIA control number, number, date, station, subject and in and out status.
7. Working Papers - record of all working performed by Division personnel, both vouchered and unvouchered, by name of individual and branch.
8. Job Descriptions - a consolidation file of classification sheets or job descriptions on all division T/O slots. If a position has not had an official Classification sheet written by Wage and Classification Division, Personnel Office, a description of the duties of the position is prepared and placed in this file.
9. Personnel Action Record - copies of all Form 52, Request for Personnel Action, in process. Filed alphabetically.
10. Chronological Files - copies of all correspondence on personnel matters prepared by the Admin. Staff/DA, filed separately by type, i.e., cables, dispatches, memoranda, and subdivided by subject category for ease of reference.
11. Long Search - a consolidated record of the latest information available to DA as working and living conditions of areas to which DA personnel may be assigned. Material is accumulated from debriefing of returnees, administrative memoranda and other documents brought back by returnees and similar sources.
12. Personnel Evaluation Reports - An "extra copy" file of DA's maintained in addition to copy which is placed in personnel file folder. This "extra copy" file is used to service DS/P Senior Staff Career Service Boards.
13. Returnee File - Biographical Data Sheets on pending returnees (to be returned within 90 days). This file together with DS/P Data Sheet is used to service DS/P Senior Staff Career Service Boards.
14. Official File Control - a 3 x 5 card showing name, date and holder of Official Personnel Files which have been withdrawn from the Personnel Office.
15. Promotion Index - A strip file by grades and within the grade by date of promotion for all DA personnel. This file is used to service DS/P Senior Staff Career Service Boards.

Security Classification

16. Military Personnel Position Inventory - In addition to FI Report in Item 1 above, this record is a 3 x 5 card file consolidation of Military Personnel on US T/O's. Filed alphabetically and indicating Branch of Service, Name, grade and rank, and date of expiration of Tour of Duty.
17. Efficiency Report Ticker - 3 x 5 card file indicating due dates on efficiency reports for Military Personnel.
- Temporary record per Dinsan



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CONF

22 October 1953

MEMORANDUM FOR: Chief of Administration, DD/P
**SUBJECT: Survey Report of the Personnel Section/
SR/Admin.**
**REFERENCE: Memorandum for Acting Deputy Director
(Administration), Thru Chief of
Administration, DD/P, Subject as above**

We concur with the attached report of the survey
made by Mr. [REDACTED], Assistant Management Officer, DE/A,
and Mr. [REDACTED] of the Personnel Section of the SR/
Administrative Staff.

[REDACTED]
Chief, SR/Administrative Staff

25X1A9a

Attachment
Reference

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~~Security Information~~